

**Summary Report for Individual Task
805C-42B-7100
Manage Command Interest Programs
Status: Approved**

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Jackson / USASSI foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You are assigned as the battalion S-1. Your new battalion commander has tasked you to evaluate the unit's current procedures and policies for Family Readiness, Equal Opportunity (EO), Army Voting Assistance Program (AVAP), Army Substance Abuse Program (ASAP), Army Body Composition Program (ABCP), Combined Federal Campaign (CFC), Army Emergency Relief (AER), Suicide Prevention, the Army Sponsorship Program (TASP), and the Sexual Harassment/Assault Response and Prevention Program (SHARP). You have access to the references listed on the enclosed table. This task should not be trained in MOPP 4.

Standard: Publish error-free policy letters and standing operating procedures (SOPs) for 100% of your unit's command interest programs which will contribute to unit readiness through fitness, building morale and cohesion, enhancing quality of life, and providing recreational, social and other support services for Soldiers and Families.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are tasked by your commander to evaluate the unit's current Command Interest Programs and publish policy letters and SOPs.

DANGER

None

WARNING

None

CAUTION

None

Remarks: All required references and technical manuals not available online will be provided by the local command.

Notes: None

Performance Steps

1. Analyze support requirements for the management of Command Interest Programs by receiving commander's intent regarding the implementation and execution.
2. Coordinate the Family Readiness Program by assisting the unit's Family Readiness Group leaders, as needed.
3. Monitor the unit's EO program.
 - a. Ensure written command policy statements are published for EO and EO complaint procedures consistent with Army policy.
 - b. Ensure qualified EO representatives are appointed.
4. Coordinate the unit's AVAP.
 - a. Ensure companies have a qualified Voting Assistance Officer (VAO) appointed on orders.
 - b. Ensure appointed VAOs remain assigned through the election cycle or ensure a VAO who is scheduled for reassignment is replaced before he or she leaves.
 - c. Ensure VAOs receive appropriate training on absentee registration and voting.
 - d. Provide command emphasis and support to the voting assistance program.
5. Monitor the unit's ASAP.
 - a. Monitor the implementation of appropriate initiatives of the ASAP.
 - b. Ensure companies appoint a trained and certified SGT/E5 or higher as the Unit Prevention Leader (UPL).
6. Monitor the unit's ABCP.
 - a. Monitor the implementation of appropriate initiatives of the body composition program.
 - b. Track body composition status, including adverse actions, progress and nutrition counseling.
7. Manage the unit's CFC.
 - a. Ensure a unit CFC representative is appointed at battalion and company levels.
 - b. Ensure CFC representative attends training, distributes material and provides weekly updates to the commander and higher headquarters.
8. Manage the unit's AER campaign.
 - a. Ensure a unit AER campaign representative is appointed at battalion and company levels.
 - b. Ensure AER representative attends training, distributes material and provides weekly updates to the commander and higher headquarters.
9. Manage the unit's suicide prevention program.

- a. Coordinate with the battalion chaplain to provide training to all Soldiers in accordance with local policy.
- b. Track completion of post-deployment mental health assessment through the Medical Protection System (MEDPROS).
- c. Ensure Soldiers are familiar with the Ask, Care, Escort (ACE) Program.
- d. Ensure Soldiers are appointed and trained as Applied Suicide Intervention Skills Training (ASIST) representatives for each company.
- e. Ensure at least one Soldier per company is appointed and trained as Master Resiliency Trainers (MRTs).

10. Administer the unit's TASP.

- a. Ensure sponsors receive training from Army Community Services.
- b. Assign a qualified sponsor to all potential gains.
- c. Monitor the preparation and mailing of welcome letters by sponsors.
- d. Appoint a reactionary sponsor to perform duties for all unexpected arrivals.
- e. Assign a battalion-level sponsorship Program Coordinator.
- f. Distribute sponsor surveys to incoming Soldiers.
- g. Ensure sponsorship coordinator receives training on Army Career Tracker (ACT).

11. Monitor the unit's SHARP program.

- a. Ensure written command policy memorandums are published for SHARP.
- b. Ensure unit's SHARP complaint procedures are consistent with Army policy.
- c. Appoint qualified unit SHARP representatives.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Analyzed support requirements for the management of Command Interest Programs by receiving commander's intent regarding the implementation and execution.			
2. Coordinated the Family Readiness Program by assisting the unit's Family Readiness Group leaders as needed.			
3. Monitored the unit's EO program.			
4. Coordinated the unit's AVAP.			
5. Monitored unit's ASAP.			
6. Monitored the unit's ABCP.			
7. Managed the unit's CFC.			
8. Managed the unit's AER campaign.			
9. Managed the unit's suicide prevention program.			
10. Administered the unit's TASP.			
11. Monitored the unit's SHARP program.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 215-1	Military Morale, Welfare, and Recreation Programs and Nonappropriated Funds	Yes	No
	AR 350-53	COMPREHENSIVE SOLDIER AND FAMILY FITNESS http://www.apd.army.mil/pdffiles/r350_53.pdf	Yes	No
	AR 600-20	Army Command Policy	Yes	No
	AR 600-8-8	THE TOTAL ARMY SPONSORSHIP PROGRAM	Yes	No
	AR 600-85	THE ARMY SUBSTANCE ABUSE PROGRAM	Yes	No
	AR 600-9	The Army Body Composition Program	Yes	No
	AR 608-1	ARMY COMMUNITY SERVICE	No	No
	AR 608-20	ARMY VOTING ASSISTANCE PROGRAM http://www.apd.army.mil/pdffiles/r608_20.pdf	Yes	No
	AR 608-47	ARMY FAMILY ACTION PLAN (AFAP) PROGRAM	No	No
	AR 930-4	ARMY EMERGENCY RELIEF	No	No
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	Yes
	Army Dir 2013-25	COMPREHENSIVE SOLDIER AND FAMILY FITNESS PROGRAM (http://www.apd.army.mil/pdffiles/ad2013_25.pdf)	Yes	No
	DA PAM 608-47	A Guide to Establishing Family Support Groups	No	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	Yes
	PAM 600-24	Health Promotion, Risk Reduction, and Suicide Prevention	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK

ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42B - Human Resources Officer - CPT	Officer	AOC: 42B, Rank: CPT, Duty Pos: AAG